



CITY OF SALEM, MASSACHUSETTS

**Kimberley Driscoll
Mayor**

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am pleased to appoint David Kucharsky of 53 Rockaway Avenue in Marblehead to the position of Director of Traffic and Parking, to complete the remainder of an unexpired two-year term to end January 30, 2019.

Mr. Kucharsky is currently the Planning Director for the Town of Lexington, having been promoted to that position after seven years of service in that department from the position of Planner to Assistant Planning Director. He holds a B.A. in Environmental Science and Planning from Binghamton University and a Master's in Urban Planning, with a concentration in transportation, from Hunter College. After several years in the private sector working for planning firms focused on traffic analyses and environmental reviews, Mr. Kucharsky joined the New York City Department of City Planning as a Transportation Specialist in 2008.

In 2010 his family moved back to Massachusetts and he took on the role of Executive Director of MassCommute, the coalition of 15 regional transportation management associations across the Commonwealth. In that position he helped the City of Salem on the development of the North River Canal Corridor transportation study and on the flex pass program for the Salem Ferry and MBTA commuters. In 2014 he left MassCommute to take a full-time position with the Lexington Planning Department.

In Lexington Mr. Kucharsky has been deeply engaged in traffic and transportation work. He chairs the Town's Transportation Safety Working Group, wrote the Town's complete streets policy and prioritization plan, evaluated and implemented improvements to the Minuteman Bikeway, the Town's sidewalk construction program, and parking meters and parking operations in the town center, and reviewed traffic impacts and plans for proposed development projects. Mr. Kucharsky was also part of the team that oversaw the Town's shuttle bus system, Lexpress, which is particularly timely as we prepare to launch the pilot phase of our own shuttle system here in Salem.

In addition to his professional background in the field of traffic and parking, Mr. Kucharsky, as the head of his department and as assistant director, has overseen staff, developed the department's budget, and written or helped contribute to municipal procurements. He is already familiar with Chapter 30B, Munis, ViewPermit, and ArcGIS. As a resident of the North Shore, he is also quite familiar with Salem's traffic situation and the need to approach solutions from both a local and regional perspective.

I strongly recommend confirmation of Mr. Kucharsky's appointment to the position of Director of Traffic and Parking and hope you will join me in welcoming him to our team at City Hall.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Catherine R. Miller, of 15 Warren Street, to the Design Review Board, to complete the remainder of a three-year term originally filled by Ernest DeMaio and to expire March 1, 2021.

Ms. Miller is a landscape architect with a Master's degree from Harvard University's Graduate School of Design. For 24 year she has worked for Hargreaves Associates, an award-winning landscape architecture firm focused on public space projects. Her work has used simple, straight-forward design to solve programmatic challenges, fit the context of the setting, and provide solutions that are durable and adaptable. Her first significant project in 1999 was the Louisville Waterfront Park. The park opened up an industrial waterfront for much needed recreation space and provided resiliency from annual flooding of the Ohio River. In 2004 she worked on the 30-acre park for the Clinton Presidential Center in Little Rock; the park has now had 14 successful years of over 200,000 visitors each year. More recently, her work in the area of quality control means she contributes to several construction document sets every year, with an emphasis on code compliance, buildable design details, and developing successful projects within real world construction constraints. Ms. Miller is an active member of the Salem community already, having served for seven years on the Witchcraft Heights Elementary School PTO.

I strongly recommend confirmation of Ms. Miller to the Design Review Board. We are fortunate that she is willing to serve our community in this important role and lend her expertise and dedication to this board and its work.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to Council confirmation, Shantel Alix Fernandez of 6 Hart Street #1 in Lynn, to the Youth Commission as one of the Commission's two adult members, for a one-year term to expire May 26, 2019. Ms. Alix Fernandez will be filling the seat held by Felicia Pierce whose term expires May 26, 2019.

Ms. Alix Fernandez is an AmeriCorp member and the Family Stability Coordinator at the North Shore Community Development Coalition since 2017. Since 2011 Ms. Alix Fernandez has worked with youth in a number of roles including as a youth group leader at St. Peter's, where she coordinated a number of activities, provided newcomers with translation and support services, assisted students with homework support, and more.

Ms. Alix Fernandez has received training in financial literacy, conflict resolution, budget basics, project management, and meeting facilitation. She is a great leader and role model for our youth, and is very committed to the Salem community. I recommend confirmation of Ms. Alix Fernandez's appointment to the Salem Youth Commission.

Sincerely,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am very pleased to appoint Jimmi Heiserman, of 51 Lafayette Street #205, to the Zoning Board of Appeals, to complete the remainder of a three-year term originally filled by Christopher Drucas, to expire May 1, 2020.

Mr. Heiserman holds a Bachelor of Science degree in Computer Science from Drexel University and is the founder and lead developer at Quadradius. Previous to starting his own company, Mr. Heiserman worked for a number of technology companies, including Arnold Worldwide, Conduit Labs, Modernista, and Unisys. As a downtown resident and someone with an intensely analytical, yet also innovative approach to problem-solving, I believe Mr. Heiserman will bring a valuable perspective to the Board and its work.

I strongly recommend confirmation of Mr. Heiserman to the Zoning Board of Appeals. We are fortunate that he is willing to serve our community in this important role and lend his time and dedication to this board.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to Council confirmation, Luis Matos De Los Santos to the Youth Commission for a one-year term to expire May 12, 2018. Mr. Matos De Los Santos will be filling the seat held by Valentina Mendez whose term expires May 12, 2018.

Mr. Matos De Los Santos is a sophomore at Salem High School and is a member of La Union Latina Club, member of the MCJROTC, participant of LEAP for Education and a member of the Salem High Student Council. Luis wants to get a PhD, and study Political Science, Art, Engineering, Business and Programming.

He is a great leader, role model, and a very committed student, which are all important attributes that make up the Commission.

I enthusiastically recommend the confirmation of Mr. Matos De Los Santos's appointment.

Sincerely,

A handwritten signature in black ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to Council confirmation, Diana Alushaj to the Youth Commission for a one-year term to expire May 12, 2018. Ms. Alushaj will be filling the seat held by Ashley Blanco whose term expires May 12, 2018.

Ms. Alushaj is a junior at Salem Academy Charter School. She is involved in a number of extracurricular activities in school and her community. She has volunteered her time at My Brother's Table, is a mentor for the middle school program at SACS, member of the Honor society, and involved in sports.

Ms. Alushaj would be a great asset to the Salem Youth Commission. She holds a 3.9 GPA and is a great leader, role model, and very committed student all important attributes that make up the Commission.

I enthusiastically recommend the confirmation of Ms. Alushaj's appointment.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I appoint, subject to Council confirmation, Abigail Clark to the Youth Commission for a one-year term to expire May 12, 2018. Ms. Clark will be filling the seat held by Ashley Blanco whose term expires May 12, 2018.

Ms. Clark is a junior at Salem Academy Charter School. She is involved in a number of extracurricular activities in school and her community. She has been a Salem Witch Museum guide, member of her school band, Girls Who Code, and is a Salem Ota Club Board member.

Ms. Clark would be a great asset to the Salem Youth Commission. She holds a 4.0 GPA and is a great leader, role model, and very committed students which are all important attributes that make up the Commission.

I enthusiastically recommend the confirmation of Ms. Clark's appointment.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Ms. Andrea Cohen, of 117 Highland Avenue, to the Salem Disabilities Commission for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of her reappointment to the Disabilities Commission and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Prof. John Hayes, of 13 Hancock Street, to the Sustainability, Energy, and Resiliency Committee for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of his reappointment to the Renewable Energy Task Force and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Mr. Richard Nye, of 5 Shore Avenue, to the Sustainability, Energy, and Resiliency Committee for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of his reappointment to the Renewable Energy Task Force and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Mr. Phillip Koch, of 21 Savoy Road, to the Sustainability, Energy, and Resiliency Committee for a term of three years to expire November 15, 2021.

I recommend confirmation of his reappointment to the board and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Ms. Gail Kubik, of 48 Howard Street Extension, to the Salem Conservation Commission for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of her reappointment to the Conservation Commission and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Mr. John Russell, of 16 Memorial Drive, to the Salem Council on Aging for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of his reappointment to the Council on Aging and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Ms. Alice Williams, of 3 Cleveland Road, to the Salem Council on Aging for a term of three years to expire November 15, 2021.

I enthusiastically recommend confirmation of her reappointment to the Council on Aging and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Ms. Janine Liberty, of 6 Maple Avenue, to the Salem Public Art Commission for a term of two years to expire November 15, 2020.

I enthusiastically recommend confirmation of her reappointment to the Public Art Commission and ask that you join me in thanking her for her continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I reappoint, subject to City Council confirmation, Mr. Chris Nagle, of 11 Warren Street #2, to the Disabilities Commission for a term of three years to expire November 15, 2021.

I recommend confirmation of his reappointment to the board and ask that you join me in thanking him for his continued dedicated service and commitment to our community.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll", is written in a cursive style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from Footprint Power for the Derby Street Mile Race in the amount of Three Thousand Six Hundred and Seventy Dollars and Seventeen Cents (\$3,670.17). These funds will be deposited into the Park and Recreation Donation Fund 24061-4830.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Park and Recreation Donation Fund.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 15, 2018

To accept the donation(s) listed below totaling Three Thousand Six Hundred and Seventy Dollars and Seventeen Cents (\$3,670.17). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount
Footprint – Derby St Mile race	Park & Rec	24061-4830	\$ 3,670.17
Total			\$ 3,670.17



CITY OF SALEM, MASSACHUSETTS
PARK, RECREATION & COMMUNITY SERVICE
401 Bridge Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

November 2, 2018

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll,

Please accept the donation in the amount of \$3,670.17 from Footprint Power for sponsorship of the 2018 Derby Street Mile race in the form of a wire transfer.

The amount to be deposited into the Park and Recreation donation account: 24061-4830

Respectfully yours,

A handwritten signature in black ink, appearing to read "Patricia M. O'Brien".

Patricia O'Brien
Superintendent Park, Recreation and Community Services



CITY OF SALEM, MASSACHUSETTS
Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed herewith is a request to accept the following donation from Mack Park Neighborhood Association in the amount of Six Thousand Eight Hundred and Twenty-Two Dollars (\$6,822.00) to be deposited into the Police Department K9 Sales account 24121-4830.

In order to accept the donation approval must be given by both the Mayor and City Council. I ask that the members of the City Council join with me in accepting these funds to be used towards the Police Department K9 Donation Fund.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

Ordered:

November 15, 2018

To accept the donation(s) listed below totaling Six Thousand Eight Hundred and Twenty-Two Dollars (\$6,822.00). These funds will be deposited into the account listed below in accordance with the recommendation of Her Honor the Mayor.

From:	Fund Name	Org/Obj	Amount
Mack Park Neighborhood Assoc	Police	24121-4830	\$ 6,822.00
Total			\$ 6,822.00



City of Salem, Massachusetts Police Department Headquarters

CHIEF OF POLICE
MARY E. BUTLER

October 24, 2018

Mayor Kimberley Driscoll
City Hall
93 Washington Street
Salem, Massachusetts 01970

Dear Mayor Driscoll:

I would like to request that the enclosed donation from **Mac Park Neighborhood Association (Salem Police K9 Sales)** in the amount of Six Thousand Eight Hundred Twenty Two and 00/100 Dollars (\$6,822.0) be deposited into the following revenue account for sale of K9 t-shirts, sweatshirts and K9 triangles:

Fund Name:	K9 Donation Account
Fund Number:	2412
Obj/Orj:	24121-4830

The purpose of this is to support the K9 Donation Account for the care and supplies of three (3) K9 Dogs.

Sincerely,


Chief Mary E. Butler

MEB:jc
Enclosure



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order authorizes the City to entertain bids to utilize a small portion of the former Universal Steel parking lot for a period of time from November 23rd through December 24th of this year only, in order to sell Christmas trees.

This request was prompted by an inquiry from Ludwig's Trees. Ludwig's, founded by Sonny Ludwig and now managed by his son Burton, has been selling trees in Salem for forty-seven years. Previously, they had been located seasonally on Canal Street at the former California Olive Oil property. As that property is now under construction, they are looking for a location to continue their business for this year.

This approval is for one year only and, in compliance with procurement laws, Ludwig's would have to bid for the right to use the space. All required insurance and liability coverage for the City would also need to be provided by the company. I hope you will approve this Order.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 15, 2018

Ordered:

The City Purchasing Agent is hereby authorized to solicit bids and lease, with the approval of the Mayor, no more than one-third of the city-owned lot at 297 Bridge Street for the period of November 23 through and including December 24, 2018, for the purpose of selling Christmas trees, wreathes, and similar holiday items.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As we do each year, I am proud to once again celebrate Small Business Saturday here in Salem, this year on Saturday, November 24.

Falling between Black Friday and Cyber Monday, Small Business Saturday is a day to celebrate and support the small, independently-owned businesses that are so critically important to our local economy. As the holiday season approaches, I hope all Salem residents will shop local first and support our small businesses. I am pleased to once again participate in Small Business Saturday and celebrate our local small businesses throughout Salem.

As we do each year, the City would like to provide free parking at all municipal lots, garages, and meters for the Friday and Saturday following Thanksgiving, to help encourage more people to shop local this holiday season. The enclosed Order authorizes free parking for Thursday, November 22 through Sunday, November 25.

Very truly yours,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 15, 2018

Ordered:

The City Council hereby authorizes free parking in municipal garage, lots, and meters and November 23 and November 24, 2018 in support of Small Business Saturday.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Enclosed is an Order seeking Council approval to implement our annual parking ticket amnesty program to waive up to \$30 in late fees on parking violations collected from December 1 through December 20, 2018 in exchange for a donation of canned goods and non-perishable items. All food will go to local Salem food pantries.

The "Peas for Fees" program has become an annual tradition in Salem and has proved to be successful bringing in donations of food for those in need and also additional receipts for the City. In the spirit of the holidays, this amnesty program will once again give individuals who owe late fees an incentive to pay their tickets, providing additional food supplies to very needy food pantries and hopefully resulting in an extra infusion of funds for the City.

This has been a practice that has been used in Massachusetts and other communities across the country as a way to provide residents and others with a benefit that relieves late penalties. While the City benefits from recovering unpaid ticket revenues, the added advantage to this initiative is the receipt of the canned goods, which are donated to local food pantries during the holiday season.

I recommend adoption of the enclosed Order and thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council, November 15, 2018

Ordered:

Upon payment of an unpaid parking fine and the donation of two non-perishable items or canned goods to be donated to local food pantries, the City Collector shall waive, from December 1, 2018 – December 20, 2018, up to thirty dollars in late fees added to an unpaid parking fine, as provided in Section 17A of the City of Salem Traffic Code.

The Collector shall not waive any surcharge imposed by the Massachusetts Registry of Motor Vehicles if the Collector has notified the Registry of Motor Vehicles of an unpaid fine and a non-renewal of license and/or registration has been recorded by the Registry of Motor Vehicles.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$50,000 from the Witch House receipts reserved account to the Pioneer Village contracted services account to fund the next steps in our on-going evaluation of the feasibility of swapping Pioneer Village and Camp Naumkeag.

Earlier this year the City undertook a very preliminary review of the concept and met with stakeholders from the City Council, historic preservation community, and others. Locating Pioneer Village where Camp Naumkeag is could possibly help increase visitation to this important living history museum. At the same time, relocating the camp functions of Naumkeag to Forest River Park, where Pioneer Village currently is, would place it closer to the forthcoming new pool, the new bathrooms, and all of the other amenities that characterize the park. These funds will help the City carry out a more in-depth review of everything from site costs to engineering and permitting to a pro forma that could help tease out whether or not the increased revenues from a better location for Pioneer Village might even be able to underwrite the costs of implementing the move.

This Order does not add anything to the bottom line of the budget and does not appropriate any additional funds. I recommend adoption of the enclosed Order to transfer these existing funds between the department's accounts so this study can be carried out.

Sincerely,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 15, 2018

Ordered:

That the sum of Fifty Thousand Dollars (\$50,000.00) is hereby appropriated from the "Receipts Reserved – Witch House" account (24371-4800) to the "Pioneer Village – Contracted Services" Account (16532-5320) in accordance with the recommendation of Her Honor the Mayor.



CITY OF SALEM, MASSACHUSETTS

PARK, RECREATION & COMMUNITY SERVICE

5 Broad Street, Salem MA 01970
Tel. (978) 744-0180/(978) 744-0924
Fax (978) 744-7225

Kimberley Driscoll
MAYOR

Trish O'Brien
Superintendent

October 17, 2018

The Honorable Mayor Kimberly Driscoll
City of Salem
93 Washington Street
Salem, Massachusetts 01970

Subject: Consulting Services for Pioneer Village

Dear Mayor Driscoll,

We respectfully request and appropriation of funds in the amount of \$50,000 from the following account:

24371 – 4800 Witch House Reserves Fund

to be transferred into the Park & Recreation Contracted Services line:

165³02 – 5320 – Contracted Services - *Pioneer Village*

The City has recently completed building and initial site assessments of Pioneer Village and Camp Naumkeag. This appropriation will allow for continued services and assessments of the sites to determine next steps in managing the capital assets for long-term success. Any unused funds will be transferred back into the Witch House reserve fund before budgets close in the spring.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Patricia O'Brien", written over a large, stylized flourish.

Patricia O'Brien
Superintendent Park, Recreation and Community Services

CITY OF SALEM – Finance Department

Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: PARK RECREATION's Com Svc [Signature] 11/18
 Department Department Head Authorizing Signature Date

Budget or R/Res
Transfers To: 16532-5320 Desc: Contracted Svc Budget Amt: 9,900.00
 (Org/Object) Balance: 1,468.00
 From: 24371-4800 Desc: Witch House Res Budget Amt: _____
 Balance: _____
 (*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)
 Current Balance in Receipts Reserved Fund Above (if applicable) - \$ 1,224,104.16 Date: 10/24/18

Free Cash or Retained Earnings (W/S) To: _____ Desc: _____ Budget Amt: _____
 (Org/Object) Balance: _____
Raise & Appropriate
 Please circle one

Amount Requested: \$ 50,000
Reason (Be Specific) TRANSFER TO CONTINUE MORE DETAILED SITE ASSESSMENT FOR PIONEER VILLAGE / CAMP NAUMKEAG

For Finance Department and Mayor's Use Only:

Budget Transfer Mayor Approval City Council Approval
 Free Cash Appropriation – City Council Approval – Gen Fund \$ _____ Free Cash Balance
 R/E Appropriation –Water \$ _____ R/E Balance R/E Appropriation Sewer \$ _____ R/E Balance
 Receipts Reserve – City Council Approval \$ 1,254,249.23 R/Res Fund Balance [Signature]
 Raise & Appropriate Other _____

Recommendation: Approved Denied

 Finance Director

Completed: Date: _____ By: _____ CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order transfers \$45,000 from the Traffic and Parking Department's personnel line to the department's expense line.

This funding is unused salary that has accumulated during the vacancy of the Director's position between the resignation of Matt Smith and the upcoming start date for David Kucharsky. With the Assistant Director taking a brief paternity leave shortly, we will utilize this funding to temporarily retain consulting services in order to manage the daily operations of the office and other department projects until Mr. Kucharsky has started and the Assistant Director is back.

This Order does not add anything to the bottom line of the budget and does not appropriate any additional funds. I recommend adoption of the enclosed Order to transfer these existing funds between the department's accounts so that critical functions related to our Traffic and Parking Department's work can continue during this period of transition.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,
November 15, 2018

Ordered:

That the sum of Forty-Five Thousand Dollars (\$45,000.00) is hereby transferred from the "Parking Department Full-Time Salary" account (14811-5111) to the "Parking Department Contracted Services" Account (14812-5320) in accordance with the recommendation of Her Honor the Mayor.

CITY OF SALEM – Finance Department
Free Cash, W & S R/E, R/Res & Budget Transfer Request Form

From: Traffic & Parking
Department

Kim Driscoll
Department Head Authorizing Signature

11/6/18
Date

Budget or R/Res

Budget Amt: \$13,000

Transfers To : 14812-5320
(Org/Object)

Desc: Contracted Services Balance: \$0

Budget Amt: \$675,287

From : 14811-5111

Desc: Salaries-FT

Balance: \$521,696.96

(*Note - Please include letter to Mayor for Transfers from different Personnel & Non-personnel lines)

Current Balance in Receipts Reserved Fund Above (if applicable) - \$ _____

Date: _____

Free Cash or To :

Desc:

Budget Amt: _____

Balance: _____

Retained Earnings (W/S) (Org/Object)

Raise & Appropriate

Please circle one

Amount Requested:

\$ \$45,000

Reason (Be Specific) To retain consultant to temporarily manage traffic and parking projects during a transition period for department management.

For Finance Department and Mayor's Use Only:

Budget Transfer

Mayor Approval

City Council Approval

Free Cash Appropriation – City Council Approval – Gen Fund \$ _____

Free Cash Balance

R/E Appropriation –Water \$ _____
R/E Balance

R/E Appropriation Sewer \$ _____
R/E Balance

Receipts Reserve – City Council Approval

\$ _____
R/Res Fund Balance

Raise & Appropriate

Other _____

Recommendation: Approved Denied

[Signature]
Finance Director

Completed: Date: _____ By: _____ CO # _____ JE# _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

November 15, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Thirty-Four Thousand, Three Hundred and Four Dollars (\$34,304.00) from the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to fund the retirement buyback cost to be expended for the following employee.

NAME	DEPARTMENT	AMOUNT
Edward Morse	School	\$34,304.00

I recommend passage of the accompanying Order.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll

Mayor



CITY OF SALEM

In City Council,

Ordered:

November 15, 2018

That the sum of Thirty-Four Thousand, Three Hundred and Four Dollars (\$34,304.00) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2019 contractual buyback(s) listed below in accordance with the recommendation of Her Honor the Mayor.

Name	Department	Amount
Edward Morse	School	34,304.00
		34,304.00



CITY OF SALEM MASSACHUSETTS

HUMAN RESOURCES
98 WASHINGTON STREET, 3RD FLOOR
SALEM, MASSACHUSETTS 01970
TEL. 978-619-5630
FAX 978-745-7298

KIMBERLEY L. DRISCOLL
MAYOR

LISA B. CAMMARATA
DIRECTOR OF HUMAN
RESOURCES

MEMORANDUM

TO: Laurie Giardella, Director of Finance
DATE: November 7, 2018
RE: Retirement Stabilization Fund

Attached you will find a retirement buy back for a former employee of the Salem Public Schools.

This former employee is contractually entitled to the following amount of sick leave buyback.

Edward Morse

80 sick days @ \$428.80 per day **\$34,304.00**

Total: \$34,304.00

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

Finance Director

CITY OF SALEM
APPROVAL-SICK DAYS/VACATION BUY-BACK

From: Department School Date 9/12/18

Authorized Signature: [Signature]
Department Head/City or Business Manager/School

NAME: Edward Morse

CALCULATION

VACATION DAYS # 80 @ \$ 42880 = \$ 3430400

SICK DAYS # _____ @ \$ _____ = \$ _____

PRO-RATED STIPENDS # _____ @ \$ _____ = \$ _____

OTHER # _____ @ \$ _____ = \$ _____

Total Amount Due: \$ 34,304.00

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement

For Human Resources's Use Only:

- VACATION DAYS
- SICK DAYS
- PER ACCRUAL REPORT
- OTHER

Org and Object: 83113 - 5146

Recommendation:

Approved

[Signature]
HR Director/City or Superintendent/Schools

**City of Salem, Massachusetts
FY 2019 Retirement Stabilization - Fund 8311**

Department	Description	Org/Obj	Date To Council	Pending Amount	Date Approved	CO #	Approved Amount	Y-T-D Paid	Amt Not Used	Date Paid	Outstanding Balance
------------	-------------	---------	-----------------	----------------	---------------	------	-----------------	------------	--------------	-----------	---------------------

FY 2018 Beginning Balance

501,459.35

HR Buybacks	Contract buybacks	83113-5146	06/14/18		06/14/18	383	(12,000.00)	10,340.18		7/26/18	1,659.82
School	Elizabeth Melin	83113-5146	06/28/18		06/28/18	442	(18,309.17)	18,309.17		7/19/18	0.00

FY 2019 Beginning Balance

157,586.63

School	Robert Strom	83113-5146	07/19/18		07/19/18	477	(15,960.00)	15,960.00		9/13/18	0.00
School	Sandra Roach	83113-5146	07/19/18		07/19/18	477	(15,579.60)	15,579.60		8/30/18	0.00
School	Perla Peguero	83113-5146	07/19/18		07/19/18	477	(35,771.20)	35,771.20		9/20/18	0.00
School	Kathleen Marchetti	83113-5146	07/19/18		07/19/18	477	(12,219.30)	12,219.30		10/4/18	0.00
School	Nancy Lincoln	83113-5146	07/19/18		07/19/18	477	(16,958.00)	16,958.00		8/30/18	0.00
School	Barbara Grab	83113-5146	07/19/18		07/19/18	477	(33,835.20)	33,835.20		8/30/18	0.00
School	Jan Fellows	83113-5146	07/19/18		07/19/18	477	(16,514.40)	16,514.40		8/30/18	0.00
School	Marc Daisse	83113-5146	07/19/18		07/19/18	477	(17,152.00)			17,152.00	0.00
School	Pamela Scharffenber	83113-5146	07/19/18		07/19/18	477	(35,560.25)	35,560.25		8/30/18	0.00
School	Joanne Griffin	83113-5146	07/19/18		07/19/18	477	(8,895.17)	8,895.17		8/30/18	0.00
HR Buybacks	Contract buybacks	83113-5146	07/19/18		07/19/18	480	(2,000.00)	36,770.00		9/27/18	2,000.00
Police	William Jennings	83113-5146	09/13/18		09/13/18	536	(16,767.12)	16,767.12		9/27/18	0.00
Police	Barry Driscoll	83113-5146	09/13/18		09/13/18	536	(43,508.80)	43,508.80		9/27/18	0.00
Police	Kevin O'Donnell	83113-5146	09/13/18		09/13/18	536	(56,828.40)	56,828.40		9/27/18	0.00
Police	James Walker	83113-5146	09/13/18		09/13/18	536	(38,960.00)	38,960.00		9/27/18	0.00
Police	Brian Norris	83113-5146	09/13/18		09/13/18	536	(8,976.76)	8,976.76		9/27/18	0.00
Parking Garage	Joyce Stewart	83113-5146	09/13/18		09/13/18	536	(3,557.13)	3,557.13		9/27/18	0.00
Police	Thomas Cunningham	83113-5146	09/13/18		09/13/18	536	(42,785.60)	42,785.60		9/27/18	0.00
Police	Michael Pace	83113-5146	09/13/18		09/13/18	536	(35,239.84)	35,239.84		9/27/18	0.00
Police	Robert Preszewski	83113-5146	09/13/18		09/13/18	536	(52,388.56)	52,388.56		9/27/18	0.00
School	Paul L'Heureux	83113-5146	10/11/18		10/11/18	614	(71,173.54)	71,173.54		10/4/18	0.00
School	Amy Grover	83113-5146	10/18/18		10/18/18	636	(32,584.64)				32,584.64
Engineering	John McCarthy	83113-5146	10/18/18		10/18/18	637	(8,753.00)				8,753.00
School	Edward Morse	83113-5146	11/15/18	(34,304.00)							0.00

Initial FY2019 Budget Transfer In CO 415.28 600,000.00
 Free Cash - CO # -
 Interest earned through Sept 2,796.59
 Add Back Amounts not Used -

Pending (34,304.00) 2019 YTD Balance 101,644.71 Total Outfs -> 62,149.46

Balance Less Pending 67,340.71 Total Fund Bal 163,794.17



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

I am writing to inform you that the Department of Revenue has certified Free Cash for the City of Salem for the current fiscal year. Our available Free Cash balance for FY2019 is \$5,949,483. As you know, Free Cash is derived from unexpended budget dollars and/or higher than anticipated revenues from prior fiscal years.

Over the last decade the City of Salem has successfully built up our reserve accounts and is in a strong financial position due, in large part, to responsible budgeting practices and professional fiscal policies. It was not that many years ago when our Free Cash account held next to nothing, putting a significant strain on our ability to appropriately save for the future.

Prior to the recommended allocations here, our reserve accounts currently total just over \$8.5 million. These include our Stabilization Fund, our Retirement Stabilization Fund, and our OPEB Trust Fund.

Given the ever-present fiscal uncertainties related to changes in federal funding programs, reductions in local aid from the state, and increasing liabilities relative to pensions and our aging infrastructure, it is as critical as ever for the City to continue to save wisely and plan appropriately for these upcoming challenges. In addition to building up our rainy-day fund balance, we have continued to implement routine regular financial forecasting and improved our operational and capital budget procedures.

Evidence of our success in these efforts can be found in the recognition we have received annually over the last several years through the Government Finance Officials Association "Certificate of Excellence" for Salem's Comprehensive Annual Financial Report and receipt of the organization's "Distinguished Budget Presentation Award." Salem is one of only a handful of communities in the

Commonwealth to be recognized annually for both of these distinctions. It is also apparent from Standard & Poor's affirmation of our current AA bond rating, the highest credit rating on record in the City's history. In explaining what prompted the rating, the agency has specifically cited our strong financial management practices and conservative budgeting. The hard work of our finance team has been supported by the City Council's foresight and adoption of sound fiscal policies, in particular the goals we set for growing our stabilization, capital, and OPEB accounts specifically.

Therefore, consistent with our previously adopted fiscal policy, I am submitting the enclosed Order to appropriate 20% (\$1,189,897) of the FY2019 Free Cash balance to the Stabilization Fund, 20% (\$1,189,897) to the Capital Improvement Program Fund, and 5% (\$297,474) to the OPEB Trust Fund. In all, these amounts direct \$2,677,268 to our reserve accounts, bringing them collectively to a very healthy \$11.2 million in all.

Thank you for your consideration of these important requests and for your continued commitment to supporting sound fiscal policies for our City. I respectfully request your adoption of the accompanying Order, which will continue our positive work together in this regard.

Sincerely,



Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 15, 2018

Ordered:

That the sum of Two Million, Six Hundred and Seventy-Seven Thousand, Two Hundred and Sixty-Nine Dollars (\$2,677,269.00) is hereby appropriated from General fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. The amount of free cash to be transferred is per the City's Financial Policies and in accordance with the recommendation of Her Honor the Mayor.

Description	Amount
Stabilization Fund (8301) 20%	1,189,897.00
Capital Improvement Fund (2000) 20%	1,189,897.00
Other Post Employ Benefits (OPEB) (8313) 5%	297,475.00
Total	2,677,269.00



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

November 1, 2018

Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

Enclosed herewith is the annual request for the financial transfers from General Fund Balance Reserved from Free Cash to the following funds: Stabilization, Capital Improvement Fund 2000, and Other Post-Employment Benefits (OPEB).

In accordance with annual financial policy, the requested amounts would require a 20% transfer from General Fund Balance Reserved from Free Cash to Stabilization Fund (\$ 1,189,897), a 20% transfer from General Fund Balance Reserved from Free Cash to the Capital Improvement Fund (\$1,189,897), and a 5% transfer from General Fund Balance Reserved from Free Cash to Other Post-Employment Benefits (\$297,475)

Please let me know if you'd like to discuss further.

Regards,

A handwritten signature in cursive script, appearing to read "Laurie A. Giardella", with a long horizontal flourish extending to the right.

Laurie A. Giardella
Finance Director

CITY OF SALEM
Stabilization, OPEB & CIP Annual Free Cash Appropriation

Date 11-1-18

Transfer To: 83011-4970 Desc: Stabilization Fund

Amount: \$ 1,189,897.00

Transfer To: 20001-4970 Desc: Capital Improvement Fund

Amount: \$ 1,189,897.00

Transfer To: 83131-4970 Desc: OPEB Fund


Amount: \$ 297,475.00

Reason: Per City Policy Free Cash is to be transferred annually to Stabilization Fund, Capital Projects Fund and to OPEB Fund

For Finance Dept and Mayor's Use Only:

Amount of Free Cash Certified: 5,949,483 MR

Recommendation:
 Approved Denied



Finance Director

Mayor

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____

Nina Bridgman

From: dlssupport@dor.state.ma.us
Sent: Thursday, November 01, 2018 2:17 PM
To: Deb Jackson; Richard Jagolita; Stephen Cortes; Damian Johnson; James Bond; Kathleen McMahon; mgauthier@sesd.com; Abusteed@salem.com; bmcnamee@sesd.com; Mayor Kim Driscoll; Morgan Dwinell; Laurie Giardella; Nina Bridgman; dlsgroup@dor.state.ma.us
Cc: wholeys@dor.state.ma.us
Subject: Notification of free cash approval - Salem
Attachments: FC 063018.pdf

Massachusetts Department of Revenue Division of Local Services

Christopher C. Harding, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

11/1/2018

NOTIFICATION OF FREE CASH APPROVAL - City of Salem

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2018 for the City of Salem is:

General Fund	\$5,949,483.00
Enterprise Fund Water and Sewer	\$2,703,564.00
Enterprise Fund Solid Waste	\$324,422.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,

-Janice Jane Hardy



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Five Hundred Thousand Dollars (\$500,000.00) from the general Fund Balance Reserved for Free Cash (1-3245) to the special revenue funds.

<u>Fund Name/Description</u>	<u>Amount</u>
Retirement Stabilization Fund 8311	\$500,000.00

I recommend passage of the accompanying Order.

Very truly yours,


Kimberley Driscoll
Mayor



CITY OF SALEM

In City Council,

November 15, 2018

Ordered:

That the sum of Five Hundred Thousand Dollars (\$500,000.00) is hereby appropriated from General Fund Balance Reserved for Free Cash (1-3245) to the following special revenue funds. This transfer is requested in accordance with the recommendation of Her Honor the Mayor.

Fund Name/Description	Amount
Retirement Stabilization Fund 8311	\$ 500,000.00



City of Salem, Massachusetts

Finance Department
93 Washington Street
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Laurie A. Giardella, Finance Director

November 2, 2018

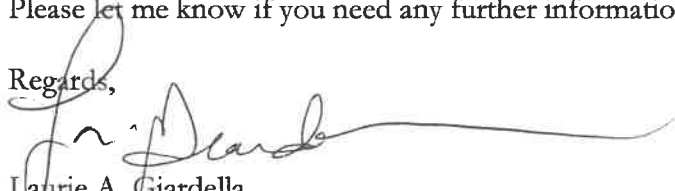
Honorable Salem Mayor Kimberley Driscoll
Salem City Hall
Salem, Massachusetts

Dear Honorable Mayor Driscoll:

I am respectfully requesting the amount of five hundred thousand dollars (\$500,000) be transferred from the General Fund Balance Reserved from Free Cash to the Retirement Stabilization fund for sick leave buyback fund. This request will cover anticipated retirements through June 30, 2019.

Please let me know if you need any further information.

Regards,



Laurie A. Giardella
Finance Director

CITY OF SALEM

Stabilization, Retirement Stabilization & CIP EOY Free Cash Appropriation

Date 11/1/18

Transfer To: 83111-4970

Desc: Retirement Stabilization Fund

Amount: \$ 500,000

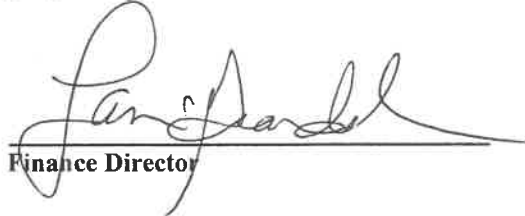
Reason: Free cash transfers as per attached letter.

For Finance Dept and Mayor's Use Only:

Amount of Free Cash Certified: 5,949,483.00

Recommendation:

Approved Denied


Finance Director

Processed: Date: _____ By: _____

CO # _____ JE#: _____ Transfer #: _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$100,000 from short term capital to fund the balance required to complete the reconstruction of the Museum Place Garage elevators.

Earlier this year the Council approved funding in the amount of \$250,000 for this project. After bidding the work, the lowest bid came in at \$350,000, prompting the enclosed appropriation request.

In order for this work to be carried out this winter, I am recommending adoption of the enclosed Order so this project can commence as soon as funds are in place. If you have any questions about this project, please feel free to reach out to Michael Lutrzykowski in our Public Property department.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 15, 2018

Ordered:

That the sum of One Hundred Thousand Dollars (\$100,000.00) is hereby appropriated within the "Capital Outlay Equipment" Fund 2000 to be expended for replacement of the two elevators in the Museum Place Parking Garage, in accordance with the recommendation of Her Honor the Mayor.



City of Salem, Massachusetts

Traffic & Parking Department
120 Washington Street, 3rd Floor
Salem, MA 01970
www.salem.com

Kimberley L. Driscoll, Mayor

Nicholas Downing, Acting Traffic & Parking Director

October 17, 2018

The Honorable Kimberley L. Driscoll
Mayor of Salem
93 Washington Street
Salem, Massachusetts 01970

RE: Request for Additional Funding: Museum Place Parking Garage Elevator Replacement

Dear Honorable Mayor Driscoll:

This request is for a Council Order to provide an additional \$100,000 of "Short-Term Capital Outlay" to be used for the replacement of the two elevators in the Museum Place Parking Garage. This \$100,000 will supplement the \$250,000 that has already been authorized for the project.

The cost to replace the two elevators was originally estimated at approximately \$250,000. When an RFP was issued, only one bid came back for the work and the estimated cost was significantly higher due to unforeseen electrical work that needed to be done as well. The project is still estimated to take 20 weeks to complete once the order is placed. This includes an 8 week delivery window, and 6 weeks to replace each elevator. For the parking facility to remain accessible, one elevator will be repaired at a time.

The Traffic and Parking Department has been able to keep the elevators in operation this summer and fall, but has had to continue to spend tens of thousands of dollars on emergency repairs to maintain accessibility to the garage.

By approving this additional funding request, we can proceed with accepting the bid that has been submitted and get work started as soon as possible.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas Downing".

Nicholas Downing
Acting Traffic and Parking Director

CITY OF SALEM
Capital Outlay Expenditure Request Form

To: MAYOR

From Department: Traffic and Parking Date: October 17, 2018

Expense Line To : To Be Determined

Amount:

Description: Additional funds for the replacement of the two 40+ year old elevators in the Museum Place Garage.

Expense Line To :

Amount:

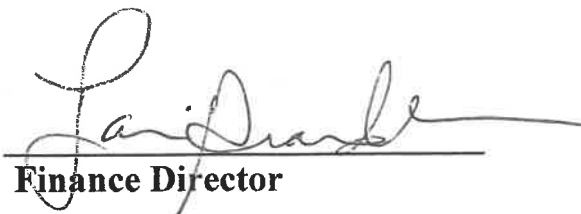
Description:

For Finance Dept and Mayor's Use Only:

City Council Approval

Recommendation:

Approved Denied



Finance Director

Mayor

Processed: Date: _____ By: _____

CO # _____ JE# _____ Trans # _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Order appropriates \$202,000 from short term capital to fund a replacement project for the Salem Public Library's HVAC system.

As you know, Salem's library is the busiest in the North of Boston Library Exchange system, welcoming close to 200,000 people each year. Salem Public Library hosts hundreds of programs for children, families, seniors, and other residents throughout the year, and provides countless services to our community. Unfortunately, the library's HVAC system has reached the end of its useful life at 31 years in age and after a number of years of increasingly costly maintenance necessary to keep it running.

Over the last several years we have invested pro-actively in the preservation of the historic building that houses the library, leveraging state and CPA grants for critical building needs. Unlike many of the other historic preservation components of the building, however, the HVAC system is not eligible for the same types of grants. Therefore, we are pleased to partner with the Library Board of Trustees to undertake this necessary project through a direct capital appropriation. I recommend adoption of the enclosed Order and invite you to contact Michael Lutzykowski and Tara Mansfield if you require additional information about this project.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

November 15, 2018

Ordered:

That the sum of Two Hundred and Two Thousand Dollars (\$202,000.00) is hereby appropriated within the "Capital Outlay Equipment" Fund 2000 to be expended for HVAC Project at the Salem Public Library in accordance with the recommendation of Her Honor the Mayor.



SALEM PUBLIC LIBRARY

370 Essex Street
Salem, Massachusetts 01970

TARA MANSFIELD, *Director*

The Honorable Kimberley Driscoll
City Hall
93 Washington Street
Salem, MA 01970

November 9, 2018

Dear Mayor Driscoll,

I respectfully request approval of \$202,000 in capital expenditures to meet the gap in funding for the Salem Public Library's HVAC project. The rapidly deteriorating conditions of the Library's heating and cooling systems have made this project a high priority.

The project went out to bid and the lowest qualified bid for this project came in higher than expected, leaving a \$202,000 shortfall. I respectfully request funding so that we can move forward with this very important project that will restore heating in the Children's Room and cooling to all areas of the Library.

Thank you for your consideration.

Sincerely,

Tara Mansfield

CITY OF SALEM
Capital Outlay Expenditure Request Form - FY 2019

From Department: Library **Date:** 11/9/2018

Amount: \$202,000

Description: Funding request to meet shortfall for the Library's
HVAC project.

For Finance Department Use Only:

City Council Approval

CIP Balance: _____

Recommendation:

Approved Denied



Finance Director

Processed: **Date:** _____ **By:** _____

CO # _____ **JE#** _____ **Trans #** _____

Org: _____ **Obj:** _____



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

To the City Council
City Hall
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is an Ordinance to amend an Ordinance relative to the composition of the City of Salem Youth Commission.

This amendment will add two alternate members to participate in the absence of a regularly appointed member. This will allow for meetings to be run more effectively in the event that there is a schedule change with a voting member.

We have found that with students' various schedules – sports, after-school programs, and so forth – there is a large degree of variability in the Commission members' availability throughout the school year. Having alternate members available to vote in the absence of a full member would enable the Commission to more regularly meet quorum and continue their work.

I recommend adoption of the enclosed Ordinance. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll". The signature is written in a cursive, flowing style.

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an Ordinance relative to the Youth Commission Composition

Be it ordained by the City Council of the City of Salem, as follows:

Section 1.

Sec. 2-1031. - *Composition; appointment, term; filling of vacancies* of Chapter 2, Article IV. - Boards, Commissions, Committees and Authorities, Division 17 – Youth Commission is hereby amended by inserting a new second sentence as follows:

“Two alternate members shall also be appointed to serve for a term of one year.”

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll

Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Ordinance is largely identical to one that was filed with the City Council in September 2015 and then subsequently refiled in September 2016. It updates our existing Ordinances to reflect the provisions of the solid waste and recycling collection contract approved by the City Council 2015. Specifically, it updates the language around the timing of recycling collection and the method of collection of bulk items.

Our trash and recycling office receives several inquiries each month from residents who are confused about the inconsistency between the requirements under the program we currently have through our contract Waste Management and the existing Ordinances, which still refer to the old sticker program for bulk item collection by our previous contractor. When residents do an internet search, they often come across the language in the existing Ordinances, which is incorrect and does not reflect our current practice.

We have added language to trash department staff the authority to enforce the bulk item violations section of the existing Code. Currently that authority resides with sanitarians in the Health Department only. Adding this enforcement to our Trash & Recycling Office field personnel, similar to what they already have for enforcing other trash and recycling violations, would make it much easier to ensure large trash items left curbside are properly addressed.

In order to ensure our Ordinances are reflective of our policy and contract and to help minimize confusion, and to strengthen our ability to enforce bulk item violations, I am requesting that you update the Ordinances as enclosed. I hope you will take this matter up for first passage at today's meeting and then, if you wish a committee hearing, refer it to committee, so that second and final passage might be possible before your final meeting of the year on December 8.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

TRACK CHANGES OF SOLID WASTE ORDINANCE

Sec. 36-4. - Pickup of large items.

~~For the purpose of regulating the disposal of large household items, residents may purchase, for a fee of \$20.00, collection stickers which when affixed to a freon-based appliance, television, computer monitor, CRT, or air conditioner, the item will be eligible for curb side collection following proper notification to the department of public services.~~

- a) Up to two bulk items such as mattresses and furniture shall be collected by appointment by the City's solid waste collection contractor during the resident's recycling pick-up week.
- b) E-Waste, including computers and televisions, and appliances may be recycled at quarterly collection events scheduled by the City Engineer. A fee may be charged for the disposal of certain e-waste items.

~~Items from demolishing or refurbishing properties such as ductwork, furnaces, radiators Construction and demolition debris including asphalt, bricks, concrete and other masonry materials, soil, rock, wall coverings, drywall, plumbing fixtures, insulation, roofing shingles, plate glass, metal, wood waste, electrical wires or other such items, as may be determined by the director of public services, shall not be collected by the city. Residents shall be responsible for the proper disposal of such items.~~

Sec. 36-5. - Residential curbside solid waste and recycling collection.

~~The city shall provide weekly municipal curbside solid waste and recycling collection to all owner-occupied residential units and non-owner-occupied rental units serviced by the municipal collection contract at the time this section is adopted.~~

The City shall provide weekly municipal curbside solid waste and bi-weekly recycling collection to all owner-occupied residential units and non-owner occupied rental units, limited to six or less unit buildings, serviced by the municipal collection contract at the time this section is adopted.

The city engineer with approval of a two thirds vote of the city council, shall make such rules, consistent with the city's solid waste and recycling collection contracts, as are necessary to provide for the efficient and safe administration of solid waste and recycling under this chapter. Such rules shall include the types of items collected.

Massachusetts Code of Regulations, 310 CMR 19.017, the Massachusetts Department of Environmental Protection Waste Disposal Ban Regulations, imposes restrictions on the disposal or transfer for disposal of certain recyclable materials listed within the regulation. To ensure conformance with the regulations, any person who shall place solid waste curbside for collection by the City of Salem or its designated solid waste hauler shall, not less than every other week, simultaneously place curbside a designated recycling receptacle(s) containing waste prohibited from disposal and suitable for recycling under the city's recycling program, ~~including paper, cardboard, aluminum containers, recyclable paper, metal, glass and single polymer plastics.~~ To demonstrate compliance, in the event that recyclables are collected prior to the collection of solid waste suitable for disposal, an emptied recycling receptacle must remain curbside, not less than

every other week, until the solid waste has been collected. The absence of a recycling receptacle in front of a residential property shall not prohibit the collection of solid waste at the same residential property at the same collection time.

Sec. 36-6. - Collection fee for certain residences.

- (a) The owner of any non-owner occupied residential unit receiving curbside collection pursuant to section 36-5 shall be charged a monthly fee of \$18.00 per unit for the collection of solid waste. The monthly fee collected from any one property shall not exceed \$120.00.
- (b) Solid waste fees for non-owner occupied residential dwellings shall not be collected when the owner or occupant thereof presents a current contract for private rubbish collection for the premises. Such contract must be valid and remain in force for the entire term of the contract. Such contract must include: the term, address, number of units, and contract price. In the event that the contract is terminated, the property owner shall notify the city in writing within five business days.
- (c) Fees not collected shall be subject to all collection remedies as provided for real estate collection, including interest and demand fees. Any fee not paid 30 days from the date of mailing of each bill may be liened to the property in the following fiscal years' real estate bill. Such liens shall remain valid to the extent allowed by law.
- (d) Property owners shall be entitled to obtain a waiver of trash fees on a per-month basis for residential dwelling units that are vacant for an entire month. It shall be the responsibility of the property owner to complete an affidavit as to the vacancy of the unit and submit same to the city engineering department. The city shall not issue a waiver of trash fees for any month that precedes the date the property owners affidavit is submitted to the engineering department. Individuals who make one or more false representations regarding the vacancy status of a residential dwelling unit shall be fined twice the amount of the single unit fee for each such false representation.
- (e) Residents over the age of 60 who occupy a unit in which the resident has a life estate or in which the resident is a beneficiary of a trust holding, said unit shall be exempt from such fee.
- (f) Owner occupied residential units will not be charged a fee if evidence of ownership and an affidavit is filed with the City Engineer within 90 days of purchase of property or change in deed.

Sec. 36-7. - Commercial curbside solid waste and recycling collection.

As of the effective date of this section, the city shall continue to provide solid waste and recycling collection to existing small businesses currently utilizing municipal collection. New small businesses, after the effective date of this section, shall qualify for municipal collection if they occupy a location from which the city formerly collected solid waste and recycling.

~~Any person violating this section shall receive a written notice mailed to the owner of the property outlining the requirement of this section after the first offense, a written warning shall be mailed to the owner of the property following a second offense, and a \$25.00 fine shall be imposed upon the owner of the property for a third and subsequent offenses. The health agent~~

~~and his agents and the city engineer and his designees shall have the power to enforce this section. Any fine issued by a city official may be appealed within 21 days of issuance to the city collector/hearing officer.~~

Sec. 36-8. - Collection fee for certain commercial establishments.

Any commercial establishment, which utilizes municipal collection of solid waste and recycling, shall be charged a monthly fee of \$26.50 per month per commercial unit.:-

Sec. 36-9. Penalties.

←----- Formatted: Indent: First line: 0"

~~Any person violating this chapter shall receive a written notice mailed to the owner of the property outlining the requirement of this section after the first offense, a written warning shall be mailed to the owner of the property following a second offense, and a \$25.00 fine shall be imposed upon the owner of the property for a third and subsequent offenses. The health agent and his agents and the city engineer and his designees shall have the power to enforce this section. Any fine issued by a city official may be appealed within 21 days of issuance to the city collector/hearing officer.~~

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an ordinance relative to solid waste management.

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 36 is hereby amended as follows:

- 1) Section 36-4 Pickup of Large Items is hereby amended by deleting the first paragraph in its entirety and replacing it with the following:
 - a) Up to two bulk items such as mattresses and furniture shall be collected by appointment by the City's solid waste collection contractor during the resident's recycling pick-up week.
 - b) E-Waste, including computers and televisions, and appliances may be recycled at quarterly collection events scheduled by the City Engineer. A fee may be charged for the disposal of certain e-waste items.
- 2) Section 36-4 is further amended by deleting the first phrase of the second paragraph, "Items from demolishing or refurbishing properties such as ductwork, furnaces, radiators" and replacing it with "Construction and demolition debris including asphalt, bricks, concrete and other masonry materials, soil, rock, wall coverings, drywall, plumbing fixtures, insulation, roofing shingles, plate glass, metal, wood waste, electrical wires"
- 3) Section 36-5 Residential Curbside Solid Waste and Recycling Collection is hereby amended by deleting the first paragraph in its entirety and replacing it with the following:

"The City shall provide weekly municipal curbside solid waste and bi-weekly recycling collection to all owner-occupied residential units and non-owner occupied rental units, limited to six or less unit buildings, serviced by the municipal collection contract at the time this section is adopted."
- 4) Section 36-5 Residential Curbside Solid Waste and Recycling Collection is hereby further amended by deleting, with the third paragraph of this section, the phrase "including paper, cardboard, aluminum containers, recyclable paper, metal, glass and single polymer plastics."
- 5) Section 36-6 Collection Fee for Certain Residents is hereby amended by adding the following to end of the first sentence in Section 36-6 (f):

“ if evidence of ownership and an affidavit is filed with the City Engineer within 90 days of purchase of property or change in deed.”

- 6) Section 36-8 Collection Fee for Certain Commercial Establishments is hereby amended by adding the phrase “per commercial unit” at the end of the first sentence of this section.
- 7) Section 36-7 Commercial curbside solid waste and recycling collection is hereby amended by deleting the second paragraph in its entirety and inserting it as a new Section 36-9 entitled “Penalties.” This paragraph is further amended by deleting the word “section” as it appears in the first sentence and replacing it with the word “chapter.”

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

As had been discussed on October 18 with the Council's Ordinances, Licenses, and Legal Affairs Committee, co-posted with the Committee of the Whole, enclosed please find a proposed Ordinance that would establish parking enforcement hours in all City surface parking lots controlled by kiosks, also called multi-space meters, for Sundays from noon until 8:00 p.m.

Rates are unchanged in this Ordinance, however vehicles registered in Salem would be able to park for free in these lots during these hours. This is because we are able to load the Registry of Motor Vehicles data into the kiosks, so that Salem-registered vehicles will show a \$0 rate.

As mentioned at the October 18 meeting, this change brings consistency between our lots and the adjacent garages, which are charged parking on Sundays already. In addition, with a heavily visitor-driven downtown economy, it makes little sense to not charge and therefore encourage spaces to turn over on a day when downtown businesses and restaurants are all open for business. Again, Salem residents will continue to be able to park for free on Sundays in these lots.

In order for this Ordinance to potentially receive final adoption in this calendar year, I am asking that you consider taking it up for first passage at your meeting tonight. Should you then wish to hold a committee meeting on it, the meeting could take place and the matter be reported out for final passage at your last regular meeting of the year on December 6.

Sincerely,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance to amend an ordinance relative to parking

Be it ordained by the City Council of the City of Salem, as follows:

Section 1. Chapter 42, Article V. Parking, Sec. 57B - *Parking time limited; off-street parking areas* is hereby amended by inserting the following new paragraph:

“Any off-street parking area on which a kiosk or multi-space meter is utilized for parking fees, including the parking lots on Church Street (W), Crombie Street, 297 Bridge Street and Bridge Street adjacent to 13 Howard Street shall be enforced Monday through Saturday 8:00 am to 6:00 pm and on Sunday Noon to 6:00 pm. Parking shall be free on Sundays for Salem residents, verified via automobile registration.”

Section 2. This Ordinance shall take effect as provided by City Charter.



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

November 15, 2018

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

The enclosed Ordinance is generally similar to one that was filed with the City Council in July 2015 and seeks to add to the October resident parking zone in our Ordinances those streets that we have over the years only added by Council Order or posted as advisory resident parking only.

Over time we have added, at resident and Councillor requests, additional streets to the October resident parking zone. Each year these extra streets are added by Council Order or, on those occasions when the request is made to post the signs somewhere after the Council's second meeting of October, simply as a deterrent. This system has resulted in unnecessary confusion, posted streets that cannot be ticketed, a lack of consistency in which residents can receive October resident hang-tags and which cannot, and last minute extra work during the busiest time of year for many City workers. This Ordinance add those additional streets to our local laws and further authorizes the Chief of Police to add additional streets so they can be posted and enforced on more than simply a "deterrent" basis as needs arise.

I hope you will agree that it is time we stopped this generally disorganized approach to October resident parking. In the coming weeks and months we will be preparing other recommendations and changes in response to this October's activities, however as this seems the easiest request – to simply codify the streets we already post each year by Order as resident parking – I wanted to place it before you as soon as possible. I strongly recommend adoption of this Ordinance for first passage at your November meeting so that second and final passage can take place at your December meeting and this matter does not need to be carried forward into the new year.

Sincerely,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem

City of Salem

In the year Two Thousand and Eighteen

An Ordinance resident sticker parking

Be it ordained by the City Council of the City of Salem, as follows:

Section 1.

Sec. 75. - Parking prohibitions towing zone (resident sticker) of Chapter 42-Traffic is hereby amended by adding the following streets to the list of streets restricting parking to residents only from October 1 to November 1:

HALLOWEEN, RESIDENT PARKING	PARKING PROHIBITIONS TOWING ZONE (RESIDENT STICKER)	Becket Avenue, Broad Street, Bridge Street from Howard Street to Oliver Street, Cambridge Street, Chestnut Street, Dalton Parkway, Downing Street, Endicott Street, Essex Street from Summer Street to Boston Street, Flint Street from Essex Street to Broad Street, Federal Street from North Street to Boston Street, Fort Avenue from Webb Street to and including 39 Fort Avenue, Hathorne Crescent, Hathorne Place, Hathorne Street, High Street, Lemon St. Court, Margin Street – west side only, Mt. Vernon Street, Northey Street, Oliver Street, Phelps Street, Pratt Street, Prescott Street, Stearns Place, Summer Street, Union Street, Vale Street, Ward Street, Williams Street, Winthrop Street, and any other street the Police Chief deems necessary. Resident Parking, October 1 to November 1.
-----------------------------------	---	--

Section 2. This Ordinance shall take effect as provided by City Charter